

Your FY 2004 Nutrition Education Tool Kit

The FY 2004 Tool Kit Topics:

Tips for New Breastfeeding Coordinators: New breastfeeding coordinators will find where to get training on breastfeeding, responsibilities of their new job and resources for breastfeeding information.

Tips for New RD Consultants: Contract RDs are often on their own when they start work in WIC clinics. Here are some ideas for new contract RDs on what to do to get their job started.

Scheduling Classes for Post Partum Women and Teens: If you are ready to have classes for post partum women and teens, here are some ideas on scheduling classes in your clinics.

Tips for New Breastfeeding Coordinators

Being a WIC Breastfeeding Coordinator is a big job. There is a lot to learn and you may not know where to start when orienting yourself to your job. These tips are meant to guide you in your first few months.

1. **Attend breastfeeding training.** As the Breastfeeding Coordinator, you are responsible for assuring that all new staff receive basic breastfeeding and breast pump training and an annual in-service on breastfeeding as indicated in Policy BF: 04.0. So, the first thing you need to do is get yourself trained.
 - If you don't already meet the Breastfeeding Coordinator training requirements indicated in Policy BF:02.0, **sign up for training as soon as possible.** To become a Texas Department of Health (TDH) Trained Breastfeeding Educator, you must complete
 - Principles of Lactation Management training (formerly known as Intensive Course in Breastfeeding: Phase I) and
 - Intensive Course in Breastfeeding: Phase II (name changing to Lactation Counseling and Problem Solving in October 2003).

Principles of Lactation Management must be completed before the Intensive Course in Breastfeeding: Phase II. See www.tdh.state.tx.us/lactate for dates and locations of the TDH breastfeeding trainings.

- **Review the following breastfeeding policies.**

BF:01.0 Breastfeeding Promotion Standards

Describes breastfeeding promotion standards that must be followed in the clinic; the Breastfeeding Coordinator is responsible for assuring this policy is followed.

Policy BF:02.0 Local Agency Breastfeeding Coordinator

Describes the training requirements and responsibilities of the Breastfeeding Coordinator.

BF:03.0 Breastfeeding Peer Counselor

Describes recruiting and training requirements and job duties of Breastfeeding Peer Counselors.

BF:04.0 Breastfeeding Training

Describes breastfeeding training that is required for all staff; the Breastfeeding Coordinator is responsible for assuring that all staff receive training and for keeping documentation of training.

BF:05.0 Issuance and Inventory of Manual and Single-user Electric Breast Pumps

Describes issuance protocol and inventory control for manual and single-user electric breast pumps.

BF:06.0 Loan and Inventory of Multi-user Electric Breast Pumps

Describes loan protocol, retrieval, and inventory control of multi-user electric breast pumps and collection kits.

- **Get training on WIC breast pumps.** Ask a fellow employee who has previously been trained on WIC breast pumps to provide you with training on assembly, use, cleaning of the pumps and expression and storage of milk. Once you are trained, you will be responsible for ensuring all new employees receive the same breast pump training in the first 6 months of employment. You can also get breast pump training by attending New Staff Certification training. For details on this training, go to <http://www.tdh.state.tx.us/wichd/tng/t-classes.htm>.

Review <http://www.tdh.state.tx.us/wichd/bf/bfpumps.htm> to get more information about the pump program. This web page contains a wealth of breast pump information and downloadable resources including breast pump logs, release forms, Return to Work or School Assessment Form and Counseling Tips, retrieval guidelines, trouble-shooting, repair and replacement protocols.

2. **Read your local agency's Breastfeeding Promotion Plan** for the current fiscal year. Your WIC Director has a copy. You will be responsible for completing the Breastfeeding Promotion Plan for the next fiscal year. Each fiscal year starts on October 1st and ends on September 30th. You will receive the Breastfeeding Promotion Plan at the WIC Program's Nutrition and Breastfeeding Promotion Conference that you are required to attend every spring. The completed Breastfeeding Promotion Plan is due to the State Agency no later than July 1st of each year.

If you have questions when completing the Breastfeeding Promotion Plan, contact your State Agency Nutrition Education Contact Person for assistance. Your WIC Director knows who your Nutrition Education Contact Person is or you can call the State Agency at (512) 458-7111, extension 3444 to find out.

3. **Schedule WIC staff breastfeeding training and don't forget to document.**

All new WIC staff are required to complete basic breastfeeding and breast pump training within their first 6 months of employment. If you work at a large local agency, it's a good idea to schedule new staff breastfeeding training twice a year to make sure you cover this training requirement. If you work at a smaller local agency, you may be able to provide one-on-one training as new staff are hired.

Ask your WIC Director when the last breastfeeding in-service was completed and when or if the next one is scheduled. If it has not been scheduled, make sure you schedule it within one calendar year of the last one. Be thinking about the topic you want to present or survey your co-workers to find out what they'd like to learn more about.

Make sure you keep documentation of all breastfeeding training for all WIC staff. You will need to show proof of this training when your local agency is monitored.

4. **Does your local agency have a Peer Counselor Program?** If you are unsure, ask your WIC Director. The Peer Counselor Program can take some time but it is well worth it. There are many breastfeeding activities that can be delegated to the peer counselors.

If you have an active Peer Counselor Program, find out how often they have group meetings. As the Breastfeeding Coordinator, you are required to provide peer counselors with continuing education in breastfeeding at least 4 times a year. Choose a topic you feel they need more information on or let the peer counselors choose their topic. Many local agencies have monthly peer counselor meetings however, continuing education in breastfeeding may not be offered every month. This allows you cover non-breastfeeding topics at meetings such as local agency policy and protocol, civil rights or customer service training.

If you don't have an active Peer Counselor Program, talk to your WIC Director about getting one started. You can apply for extra funding to help pay for training supplies, Peer Counselor salaries, and more. Contact Jewell Stremmer, Peer Counselor Coordinator, at (512) 341-4400, extension 2303 or jewell.stremmer@tdh.state.tx.us to find out more.

5. **Review your local agency's breastfeeding referral list** of individuals qualified to answer breastfeeding questions. The Breastfeeding Coordinator is required to keep a current breastfeeding referral list according to Policy BF:02.0, Procedure III, F. This list should be readily available in all WIC clinics so staff know whom they can refer a participant to if the participant has a breastfeeding issue or problem beyond the staff's expertise. If there isn't a current list, create one. Here are some suggestions to get you started on creating or revising your local agency breastfeeding referral list.

Find out who your local breastfeeding resources are.

- Does your local agency employ or contract with an International Board Certified Lactation Consultant (IBCLC)? If not, whom does your local agency refer high-risk breastfeeding moms to?
- Who are your local hospital lactation consultants and La Leche League Leaders?
- Don't forget to add your local agency Peer Counselors to the list.

Inquire about breastfeeding support at local hospitals.

- Which hospitals have lactation support programs?
- Do hospital lactation support staff provide follow up phone calls to mothers who deliver there?
- Can mothers who deliver their babies at the hospital return to the lactation support program for one-on-one counseling?
- Which hospitals employ International Board Certified Lactation Consultants (IBCLC)?

6. **Visit area family practice physicians, OB/GYNs, pediatricians, and hospitals.**

Take the opportunity to introduce yourself, answer questions and share outreach and breastfeeding materials.

7. **World Breastfeeding Month** is celebrated in August every year. The theme for World Breastfeeding Month changes each year and the State Agency develops theme-based materials to help you celebrate World Breastfeeding Month in your local agency. For more information on World Breastfeeding Month go to

<http://www.tdh.state.tx.us/wichd/bf/WBM.htm>.

8. **Review other areas of the WIC breastfeeding web page** located at

<http://www.tdh.state.tx.us/wichd/bf/bf1.htm>. You'll find additional information that can be useful in helping you promote breastfeeding at your local agency and in your community.

9. **If you have access to email, sign up for a breastfeeding chat group.** WICbfnet

is a chat group available to WIC Breastfeeding Coordinators or equivalent WIC staff for the discussion of administrative and educational challenges that may be encountered. It is also a forum to share what works and what doesn't as far as breastfeeding promotion. To sign up for WICbfnet, visit

<http://groups.yahoo.com/group/wicbfnet/>.

LACTNET is an informational discussion group for lactation consultants and other professionals interested in lactation consulting and breastfeeding. To join LACTNET, send an email to listserv@peach.ease.lsoft.com and type "Subscribe to LACTNET" in the subject field.

If you have questions regarding the breastfeeding policies or your job duties as breastfeeding coordinator, contact Tracy Erickson, WIC Breastfeeding Coordinator, at (512) 458-7111, ext.3409 or tracy.erickson@tdh.state.tx.us or your Nutrition Education and Breastfeeding Liaison for your local agency. To find your local agency liaison, ask your WIC director or check the WIC website at <http://www.tdh.state.tx.us/wichd>.

Tips for New RD Consultants

Want to smoothly integrate your services into the WIC clinic? Here are some tips for familiarizing yourself with the program, determining where your services would be most helpful and making the most of your time.

As you may know, there are many policies and procedures that define and direct the WIC Program. Additionally, each WIC agency and clinic has its own specific procedures, schedule and personality. Getting familiar with what WIC is “all about” will make your job easier. It is essential to have a basic understanding of WIC policies and the day-to-day activities at your local agency.

1. Meet with your Local Agency Director and/or Nutrition Education Coordinator. Find out what their priorities are for your time. Here are some questions that may help define their priorities:

- Do they have a quality assurance (QA) plan in place? This includes an ongoing evaluation of individual counseling, nutrition education classes and clinical procedures.
- Do they need help setting up a QA plan?
- Does staff need training in specific areas of nutrition?
- Does the agency need someone to counsel high-risk participants and/or approve special formulas? How will these referrals be made to you?
- Do they need help developing new nutrition education lessons?
- Do they need help completing their Nutrition and Breastfeeding Plan?
- Do they need help with their local agency’s WIC Certification Specialist Program?

An RD Consultant should not be asked to certify WIC participants on a regular basis and they should not be expected to supervise clinic staff.

2. Complete the nutrition modules. All staff who provide nutrition education are required to complete these modules. The modules provide educators with basic nutrition knowledge about the different categories of WIC participants, as well as information on special formulas. The following modules must be completed within 6 months of your start date:

- Basic Nutrition, published June 2001
- Breastfeeding Promotion, published February 2002
- Preschool Nutrition, November 2000
- Formula, published March 2000
- Prenatal Nutrition, published May 1996
- Infant Nutrition, published April 1993
- Postpartum Nutrition – will be required once it is published by the State agency

3. Review the *WIC Policy and Procedure Manual*. If you are unfamiliar with the WIC Program, this is especially important. Pay special attention to the

Certification, Nutrition Education, Breastfeeding, Quality Assurance, Civil Rights and Food Delivery sections. The manual contains policies that all WIC clinics must follow.

4. **Observe services in the WIC clinic(s).** Observe certifications, classes and nutrition education counseling. Get a feel for how nutrition education is provided in your local agency and how participants “flow” through the clinic. In what areas do educators need training? What would make nutrition education more effective?
5. **Meet with the nutrition educators in the WIC clinics.** Find out in what areas educators feel they need more information, education or training? What do they think would make them for effective educators? Do they have regular meetings where upcoming lessons and/or new materials are reviewed?
6. **Review the local agency’s Nutrition Education/Breastfeeding Plan for the current fiscal year.** The plan contains a schedule of nutrition education classes for the year, a plan for providing breastfeeding education and the name of the Nutrition Education Coordinator in your local agency.
7. **Find out who the State Nutrition Education and Breastfeeding Liaison is for the agency.** This person will be able to answer questions about nutrition education. If you are unsure who your liaison is, ask the WIC Director in your local agency or contact Delores Preece at (512) 458-3444. A list of the liaisons is also available at the WIC website: <http://www.tdh.state.tx.us/wichd>.

These steps should get you off to a good start. Periodically, you will need to meet with the WIC Director and/or the Nutrition Education Coordinator to review your responsibilities and refine your goals.

Scheduling Classes for Post Partum Women and Teens

Have you wanted to have classes for post partum women or teens, but could not find a way to schedule them? You will find some ideas below that have worked for other local agencies.

Post partum women would like classes on weight loss and need to hear about folic acid. You can meet their needs. One way is to schedule two core classes during the year for post partum women. Mothers who have had a baby before can choose the class for post partum women instead of going to the regular infant class. You can alternate the classes so that post partum mothers have the chance to attend both classes. Some local agencies also include a post partum class in with their infant or breastfeeding classes, but doing this cuts down on the number of classes for these two important client categories. Examples of schedules which include post partum women classes are included.

EXAMPLE: Schedule of Core Classes

Pregnant Women	Post Partum Women
First voucher appointment after certification: A Healthy Pregnancy MN-000-07	<u>October-December:</u> Feeling Great Post Partum PN-000-06
Second voucher appointment after certification: The Best Thing BF-00-18	<u>January-March:</u> Folic Acid-What Every Woman Needs NT-000-06
Third voucher appointment after certification: Current nutrition topic	<u>April-June:</u> Feeling Great Post Partum PN-000-06
	<u>July-September:</u> Folic Acid-What Every Woman Needs NT-000-06

Teens are not a separate client category, but they do have their own needs. Many teens learn better in a teen class. They are less intimidated and more likely to interact with their peers than with older mothers. Having separate teen classes can make reaching teens easier.

Many local agencies serve teens at their high school. This makes getting to WIC much easier for teen mothers and can help teens participate in the program. Other local agencies have teen classes at the WIC clinic after school or at a time that many teen mothers can attend.

Serving Teens in Their High School

Classes for teens in their high school are often small and the teens in the class can be in many different client categories: a pregnant participant, a mother of an infant, a breastfeeding teen and a mother of a child. The requirement for categorical group classes is usually waived for teen classes in high schools, just as it can be waived for other small satellite clinics.

Local agencies often schedule different classes monthly for teens seen in their high schools. This allows the teen classes to meet the needs of many different client categories. It works well in high schools where teens come every month to get vouchers from WIC. The classes will alternate. One month may be for breastfeeding mothers, the next month for pregnant teens. At some point during the year all client categories will have a class. If a teen has an important need which the class does not address, staff can provide individual counseling to her when she needs it.

In some high schools, teens arrive one by one to pick up WIC vouchers. Group classes do not work in this setting. Staff in these schools opted to provide individual counseling to the teens in this high school setting.

Serving Teens in Clinics

Categorical class requirements are not waived for teens seen in regular WIC clinics. Some clinics have scheduled facilitated discussion classes for teens. This allows for flexibility in the subjects covered to meet the needs of all the teens in the class.

If facilitated discussion classes are not an option at your local agency, try rotating teen classes for different client categories during the year. Teens who are in the teen class category being offered can go to the class for that month. During months that teens do not have an appropriate teen class to attend, they can attend regular classes for their client category.

Examples of teen class schedules follow.

Group Class Schedule for Teens

Project # _____ Clinic # Local High School

Month(s)	Client Category	Class Title	Class Code	Class with Video	F D	Class with Activity	Class with Food Demo.	Other: Describe Briefly
Sept	Teens	Weaning from the Bottle	IF-000-14					X Discussion Lesson
Oct		A Healthy Body Suits Me: Breakfast Is for Champions	CF-000-18	X				
Nov		Teen Pregnancy: Eating Right	MN-000-04	X				
Dec		Kitchen Food Safety	FS-000-02			X		
Jan		Be All that You Can Be: Focusing on Iron and Folic Acid	PN-000-04	X				
Feb		Teen Breastfeeding: Why Breastfeed	BF-000-15	X				
Mar		Take Time for Teeth	DH-000-03	X				
Apr		Baby's First Spoonful	IF-000-16	X				
May		Good Nutrition During Pregnancy	MN-000-10	X				
June-Aug		School is out						

Teen Classes
Schedule only teens in the client category covered in the class

Month(s)	Client Category	Class Title	Class Code	Class with Video	F D	Class with Activity	Class with Food Demo.	Other: Describe Briefly
October-Dec	Pregnant teens	Teen Pregnancy: Eating Right	MN-000-04	X				
Jan-Mar	Pregnant teens	Teen Breastfeeding: Why Breastfeed	BF-000-15	X				
Apr-Jun	Teens with infants	Weaning from the Bottle	IF-000-14					X Discussion Lesson
July-Sept	Teens with children	Take Time for Teeth	DH-000-03	X				